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16 JUL 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Information & Management Support Staff, OL  
Chief, Personnel & Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Headquarters Operation, Maintenance,  
& Engineering Division, OL  
Chief, Printing & Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL

FROM: Henry P. Mahoney  
Director of Logistics

SUBJECT: OL Presentation to the DDA on 3rd-Qtr FY 85  
Activities

1. The Office of Logistics (OL) presentation to the DDA on 3rd-Qtr FY 85 activities is scheduled for 0930 hours, Wed, 28 Aug, [redacted] A Dry Run is scheduled for 0930 hours, Mon, 19 Aug [redacted]

2. The format follows that of the previous DDA Quarterly; i.e., a short overview of OL activities for 3rd Qtr (ending with a summary report on Directorate-level objectives as of 30 June), then individual presentations as shown on the attached agenda (Att. A), and summary remarks, terminating the program with a "hands-on" demonstration by a member of [redacted]

3. I intend to use these quarterly sessions to show, to a greater extent than in the past, the magnitude and importance of OL's activities and to convey a deeper impression of our professionalism and responsiveness. To help me in this endeavor, you need to be actively involved in development of the presentations to be made by members of your component. I suggest, also, that your briefers coordinate both the text and proposed graphics with IMSS well in advance of the Dry Run.

OL 4132-85

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ATTACHMENTS

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SUBJECT: OL Presentation to the DDA on 3rd-Qtr FY 85 Activities

4. For the "Overview," please submit to IMSS by COB, 22 July, a list of 3rd-Qtr activities or accomplishments (including routine, bread-and-butter functions), with a brief but descriptive narrative and, when the subject permits, a draft recommended graphic. Especially helpful for this presentation are comparisons of 3d Qtr FY 85 results with 3d Qtr FY 84 (and reasons for the differences, if known); substantial cost savings realized or anticipated; large or special support projects; and other activities performed under unusual or especially difficult circumstances or in a particularly timely manner.

5. As noted, C/IMSS will report on Directorate-level objectives (see Att. B) during the "Overview." Therefore, please notify IMSS by COB, 22 July, of those Directorate-level objectives that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter. Milestone charts should be updated as needed and copies furnished to IMSS.

6. IMSS is also responsible for making a separate report to me on those Office-level objectives (see Att. C) that have been completed or are not on schedule, along with an explanation of problems and proposed solutions for the latter. Please provide this information to IMSS by COB, 22 July, as well. Although I am not asking for a report on Office-level objectives that are on target, IMSS should be aware of the status of each, so updated milestone charts should be provided.

7. If you have questions about these requirements, please contact



Henry P. Mahoney ✓

Attachments  
As stated

Distribution:

1 ea addressee, w/atts  
1 - D/L Chrono w/o atts  
1 - OL Files w/atts  
① - OL/IMSS Official, w/atts  
1 - OL/IMSS Chrono, w/o atts  
OL/IMSS [redacted]

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A G E N D A

OFFICE OF LOGISTICS PRESENTATION  
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION  
ON 3rd-QUARTER FY 85 ACTIVITIES

Wednesday, 28 August 1985  
0930 hours

Overview of OL Activities/  
Accomplishments for 3rd Quarter

IMSS

(10 min)

Update of Allied Corporation's Performance  
(including overseas projects); Comparison  
with GSA

Overseas Facilities Support (FBO Projects)

Secure Printing for Sensitive Finished  
Intelligence

Video Update on

Summary Remarks

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\* Allotted times shown represent the maximum that should be devoted to each presentation, including questions and comments. Therefore, please hold prepared texts to approx. 5 minutes (7-10 minutes for the bar-coding demonstration).

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ATTACHMENT  
B

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FY 85 DIRECTORATE LEVEL OBJECTIVES

as of 5/16/85

New Building Project Office (NBPO)

- New Building Construction \*
- Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers\* (Completed)
- Develop a Transportation Plan for the Operation of the Consolidated Headquarters
- Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs

Information and Management Support Staff (IMSS)

- Establish Overseas Personal Computer Capabilities\*
- Develop and Implement the Logistics Integrated Management System (LIMS)\*
- Conduct a Study of OL's Service Environment and Develop an Orientation Program to Enhance OL's Service Image

Personnel and Training Staff (P&TS)

- Initiate a Recruitment Program to Ensure That OL is at Ceiling in All Critical Areas on 30 September 1985
- Develop a Student Intern Program as a Recruitment Tool

Procurement Management Staff (PMS)

- Convert General Provisions Used in Agency Contracts from DAR to FAR\* (Completed)

Security staff (SS)

- Resolve Contract Number Sterility Problem---joint with PD

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Establish a Configuration Management System

\*Carried over from FY 1984

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FY 85 DIRECTORATE LEVEL OBJECTIVES

- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS\* (Completed)
- Implement the DDA's Quality of Life Program at Headquarters Building\* (Completed)
- Implement the Agency Takeover of M&O of Headquarters Facilities from GSA\* (Completed)
- Establish a Centralized OL Support Center (Completed)

Printing and Photography Division (P&PD)

- Complete Implementation of P&PD Prepress System Basic Operating Capability (2-year project)\*
- Explore Available and Emerging Methods for Improved Document Control
- Conduct a Base Line Survey of all P&PD Requirements and Establish Benchmarks For Current Capability. The results of the survey will be used to gauge anticipated impact of the opening of the New Headquarters Building and to categorize work as a potential for contracting out
- Provide Electronic Interfacing for Computer Graphics Enhancements Between VM and P&PD Graphic Design Recorders

Procurement Division (PD)

- Improve Vendor Delivery
- Enhance Current Efforts to Reduce Contract Settlement Backlog  
--joint MBO with OF

\*Carried over from FY 1984

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FY 85 DIRECTORATE LEVEL OBJECTIVES

Real Estate and Construction Division (RECD)

[Redacted Box]

Supply Division (SD)

- Examine Agency Type II Property Accounting System--joint with OF and IG
- Consolidate Agency Repair and Return (Cancelled)

\*Carried over from FY 1984

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ATTACHMENT  
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FY 85 OFFICE LEVEL OBJECTIVES  
as of 5/16/85

Information and Management Support Staff (IMSS)

- Study Feasibility of Providing Interim LIMS Capability Overseas in Advance of MERCURY (Cancelled)

Personnel and Training Staff (P&TS)

- Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984)
- Upgrade of OL Personnel Soft Files
- Upgrade Wang Training and Utilization (Completed)

Procurement Management Staff (PMS)

- Study of Agency Procurement System by Outside Contractor

Security Staff (SS)

- Update of Standard Security Procedures for Contractors Security Manual
- Upgrade Wang Training and Utilization

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Renovate and Refurnish Courier Lounge Within the Mail and Courier Section
- Upgrade Exhibit Corridor (1D HQ) with Safer, Sturdier Equipment
- Hire Cooperative Students for Training in the EDR
- Implement Corrective Action to Customer Surveys in HOME\* (Completed)
- Institute a Program to Have Personnel in Agency Buildings Take More Pride in their Working Areas and Buildings
- Resolve the Problem of the DCI Portraits\*
- Study on Improved Classified Waste Disposal System

\*Carried over from FY 1984  
+Cancelled  
#Completed

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FY 85 OFFICE LEVEL OBJECTIVES

- Examine, Determine, and Assign Relative Responsibility for M&O of External Facilities--joint MBO with RECD (Completed)
- Upgrade Wang Training and Utilization

Printing and Photography Division (P&PD)

- Develop and Implement an Automated Maintenance System for P&PD
- Evaluate Feasibility of an Automated Waste Paper Disposal System
- Explore Optical Digital Data Disk (OD<sup>3</sup>) Requirements and Capabilities
- Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community by Making Foreign Standards Conversion Service Available (Completed)
- Continuation of Quality Circles Program\*

Procurement Division (PD)

- Develop and Provide Guidance Relative to the Standardization of Specifically Identified Items in the Agency (Cancelled)
- Upgrade Wang and Delta Data Training and Utilization (Completed)

Real Estate and Construction Division (RECD)

- In Conjunction with NBPO and HOME, Ascertain which Leased Buildings will be Retained/Relinquished and Proposed Agency Occupants Thereof Once New Headquarters Building is Complete
- Conduct the Necessary Planning and Contract for the Acquisition, Design, and Direct Construction Modification to External Buildings to be Retained
- Continue with Staffing of DDO Requirements/Implementation Facilities Group (Completed)

\*Carried over from FY 1984  
+Cancelled  
#Completed

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FY 85 OFFICE LEVEL OBJECTIVES

as of 5/16/85

- Obtain A&E Contractors to Supplement Agency Engineering Resources in Order to Facilitate Design and Construction of CRAFT, FBO, and Other DDO Facilities Requirements in the Field (Completed)

- Complete Design and Construction

- Automate and Modernize RECD with Wang Equipment and Systems Furniture

- Examine, Determine and Assign Relative Responsibility for M&O of External Facilities--joint with HOME (Completed)

- Upgrade Wang Training and Utilization (Completed)

Supply Division (SD)

- Update GSA-Leased Vehicle Inventory and Establish Vehicle Records in the FARS Minicomputer System for Financial Tracking in Conjunction with OF\* (Completed)

- In Coordination with P&PD, Prepare a Briefing Film on Supply Division Organization/Activity at Headquarters and in the Field\* (Cancelled)

- Establish In-house Wang Program for Control of Shipping Indicators

- Establish a Data Base in Wang VM to Utilize as a Master Station list in P&PS/CD Detailing All Pertinent Shipping, Marking, and Packing Specifications (Completed)

- Upgrade Wang Training and Utilization

\*Carried over from FY 1984

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ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
Suggested Agenda Topics for 3d Qtr FY 85 OL Presentation to the DDA				
FROM:		EXTENSION	NO.	
		DATE		
		8 July 1985		
TO:	DATE	RECEIVED	FORWARDED	OFFICER'S INITIALS
building)				
1.	EO/OL			
2.				
3.	DD/L			
4.	D/L			
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We have scheduled the next DDA Quarterly Briefing for Mon, 12 Aug, at 0930 hours, and the Dry Run for Mon, 5 Aug, at 1430 hours. At your suggestion, we've queried C/SD and [redacted] about possible "hands-on" or demonstration-type topics that could be presented at [redacted]; and several possibilities are listed on the attached list. All topics listed were suggested by staff/division chiefs, per your wishes.

As soon as you indicate your preferences, we will prepare and distribute the agenda and begin preparation of the Summary of OL Accomplishments (and ask you to review the proposed graphics before they're finalized at P&PD).

*Tony*  
Tony

There are some very good topics on this list. H.

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Suggested Agenda Topics for 3d Qtr Presentation to the DDA (cont'd)

Optical Digital Data Disk (OD) --  
Optical & Video Mass Storage as  
Alternative to Conventional  
Magnetic Storage



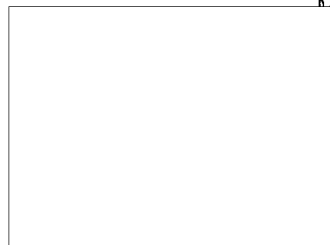
P&PD *NO!*

RECD *good*

*\* FBO Projects*

(Considered as an alternate topic for presentation at the 2nd Qtr briefing but deleted because of pressing demands on the presenter. "Possible Expansion of P&PD Building" was suggested at the 2nd Qtr presentation as a possible topic; however, *[redacted]* and others from OL briefed the DDA on this subject on 7/8, and we recommend that this be delayed until at least 4th Qtr.) *NO*

Status of Procurement Study being  
Conducted by Outside Consultants,  
Coopers and Lybrand



Review of FOCI Policy

Contracting with Delta Data

*\* SECURE PRINTING/P&PD*

SECRET